

Training and Evaluation Outline Report

Task Number: 71-8-5121

Task Title: Establish Coordination and Liaison (Battalion - Corps)

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	ADP 3-0	Unified Land Operations	Yes	No
	FM 5-0	THE OPERATIONS PROCESS	Yes	No
	FM 6-0	MISSION COMMAND	Yes	Yes

Condition: The command has received an operations plan, or warning, operations, or fragmentary order from higher headquarters and is exercising mission command. The commander has issued guidance on establishing coordination and liaison. The command has established communications with subordinate and adjacent units, and higher headquarters. The mission command system is operational and processing information in accordance with standard operating procedures. This task can be performed in hours of daylight or limited visibility in various environment conditions. The unit has received guidance on the rules of engagement. Some iterations of this task should be performed in MOPP.

Standard: The staff establishes liaison prior to the beginning of operations and in sufficient time to conduct all required coordination. Mutual understanding and unity of purpose and action are maintained between units, in accordance with the commander's intent.

Note: Task steps and performance measures may not apply to every unit or echelon. Prior to evaluation, coordination should be made between evaluator and the evaluated units' higher headquarters to determine the performance measures that may not be evaluated.

Special Equipment: None

Safety Level: Low

Task Statements

Cue: None

DANGER

Leaders have an inherent responsibility to conduct Composite Risk Management to ensure the safety of all Soldiers and promote mission accomplishment.

WARNING

Composite Risk Management is the Army's primary decision-making process to identify hazards, reduce risk, and prevent both accidental and tactical loss. All soldiers have the responsibility to learn and understand the risks associated with this task.

CAUTION

Identifying hazards and controlling risks across the full spectrum of Army functions, operations, and activities is the responsibility of all Soldiers.

Remarks: 30 November 2011

Notes: None

TASK STEPS

1. The staff begins coordination during planning and continues throughout the operation by:

a. Preparing and disseminating execution information through plans and orders.

b. Conducting internal coordination within and among staff sections of the Command Posts (CPs) to refine plans, resolve conflicts and allocate resources.

c. Conducting external coordination with higher, lower, adjacent, supporting and supported units in preparation for operations to synchronize actions by:

(1) Sending and receiving liaisons teams.

(2) Establishing communications links.

(3) Exchanging Standard Operating Procedures (SOPs), as needed.

(4) Synchronizing security and reconnaissance plans.

(5) Utilizing graphic control measures.

(6) Disseminating Relevant Information (RI) quickly.

d. Determines liaison requirements by:

(1) Identifying personnel requirements. Considerations include:

(a) Appropriate rank for receiving unit's commander and staff.

(b) Branch or functional area of expertise.

(c) Language requirements.

(2) Identifying equipment requirements.

(3) Planning for reciprocal liaison between units of other nationalities operating within the Area of Operation (AO).

(4) Identifying any unique requirements associated with joint, multinational, and interagency operations such as but not limited to:

(a) Compatibility of communications equipment and mission command networks and information systems.

(b) Cultural differences and sensitivities.

(c) Differences in doctrine and Tactics, Techniques and Procedures (TTP).

(d) Multiple chain of command.

2. The staff organizes liaison elements based on the mission and echelon. Considerations for organizing liaison include:

a. Using a Liaison Officer (LNO) alone with minimum support.

b. Using a liaison team composed of an LNO, a liaison Noncommissioned Officer in Charge (NCOIC), clerical personnel, drivers, and communications personnel with their equipment.

c. Using a liaison detachment of several teams, with expertise in specialized areas, such as intelligence, operations, and sustainment support.

d. Using couriers responsible for the secure physical transmission and delivery of documents and material.

3. The staff selects liaison personnel. In addition to LNO requirements identified in step 1.d., Considerations for selecting personnel include:

a. Rank. Are of sufficient rank to represent the unit commander effectively to the receiving unit's commander and staff.

b. Professional capabilities. Are trained in their functional responsibilities.

c. Personal characteristics. Are tactful and observe the established channels of command and staff functions.

d. Language. Possess the necessary language expertise.

e. Liaison mission. Understand and are familiar with:

(1) Requirements for and purpose of liaison.

(2) The liaison system and its reports, documents, and records.

(3) Liaison team training.

4. The staff trains LNOs and teams.

5. The staff establishes liaison(s) with higher, lower, supporting, supported, and adjacent organizations by ensuring:

a. LNOs are sent higher, lower, supporting, supported, and adjacent organizations, as required.

b. LNOs have the proper identification and appropriate credentials for the receiving unit.

c. LNOs have the appropriate security clearance, courier orders, transportation, and communications equipment.

d. LNOs are briefed on the current situation, commander's intent and concept of operation.

e. LNOs understand their commander's Information Requirement (IR), especially the Commander's Critical Information Requirements (CCIR).

f. The SOP outlines the missions, functions, procedures, and duties of the sending unit's liaison section.

g. LNOs or liaison team understand reporting requirements.

h. LNOs or liaison team have the proper equipment, weapons and ammunition as required.

i. LNOs or liaison team have rations for the movement to the receiving unit.

6. The staff assists liaison(s) from higher, lower, supporting, supported, and adjacent organizations to transition into their role by:

- a. Providing the LNO or liaison team an initial briefing on the current situation.
- b. Providing the LNO a SOP outlining the missions, functions, procedures, and duties of the LNO or team.
- c. Providing access to communications equipment when the LNO or team needs to communicate with the their headquarters.
- d. Ensuring that the LNO or team has access to the commander, the XO, and other staff officers for coordination issues.
- e. Providing administrative and logistic support.
- f. Protecting the LNO or team.

(Asterisks indicates a leader performance step.)

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. The staff began coordination during planning and continued throughout the operation.			
a. Prepared and disseminated execution information through plans and orders.			
b. Conducted internal coordination within and among staff sections of the Command Posts (CPs) to refine plans, resolve conflicts and allocate resources.			
c. Conducted external coordination with higher, lower, adjacent, supporting and supported units in preparation for operations to synchronize actions by:			
(1) Sent and received liaisons teams.			
(2) Established communications links.			
(3) Exchanged Standard Operating Procedures (SOPs), as needed.			
(4) Synchronized security and reconnaissance plans.			
(5) Utilized graphic control measures.			
(6) Disseminated Relevant Information (RI) quickly.			
d. Determined liaison requirements.			
(1) Identified personnel requirements. Considerations included:			
(a) Appropriate rank for receiving unit's commander and staff.			
(b) Branch or functional area of expertise.			
(c) Language requirements.			
(2) Identified equipment requirements.			
(3) Planned for reciprocal liaison between units of other nationalities operating within the Area of Operation (AO).			
(4) Identified any unique requirements associated with joint, multinational, and interagency operations such as, but not limited to:			
(a) Compatibility of communications equipment and mission command networks and information systems.			
(b) Cultural differences and sensitivities.			
(c) Differences in doctrine and Tactics, Techniques and Procedures (TTP).			
(d) Multiple chain of command.			
2. The staff organized liaison elements based on the mission and echelon. Considerations for organizing liaison included:			
a. Using a Liaison Officer (LNO) alone with minimum support.			
b. Using a liaison team composed of an LNO, a liaison Noncommissioned Officer in Charge (NCOIC), clerical personnel, drivers, and communications personnel with their equipment.			
c. Using a liaison detachment of several teams, with expertise in specialized areas, such as intelligence, operations, and sustainment support.			
d. Using couriers responsible for the secure physical transmission and delivery of documents and material.			
3. The staff selected liaison personnel. In addition to LNO requirements identified in step 1.d., considerations for selecting personnel included:			
a. Rank which was of sufficient rank to represent the unit commander effectively to the receiving unit's commander and staff.			
b. Professional capabilities and were trained in their functional responsibilities.			
c. Personal characteristics and were tactful and observed the established channels of command and staff functions.			
d. Language and possessed the necessary language expertise.			
e. Liaison mission and understood and were familiar with:			
(1) Requirements for and purpose of liaison.			
(2) The liaison system and its reports, documents, and records.			
(3) Liaison team training.			
4. The staff trained LNOs and teams.			
5. The staff established liaison(s) with higher, lower, supporting, supported, and adjacent organizations and ensured:			

a. LNOs were sent to higher, lower, supporting, supported, and adjacent organizations, as required.			
b. LNOs had the proper identification and appropriate credentials for the receiving unit.			
c. LNOs had the appropriate security clearance, courier orders, transportation, and communications equipment.			
d. LNOs were briefed on the current situation, commander's intent and concept of operation.			
e. LNOs understood their commander's Information Requirement (IR), especially the Commander's Critical Information Requirements (CCIR).			
f. The SOP outlined the missions, functions, procedures, and duties of the sending unit's liaison section.			
g. LNOs or liaison team understood reporting requirements.			
h. LNOs or liaison team had the proper equipment, weapons and ammunition as required.			
i. LNOs or liaison team had rations for the movement to the receiving unit.			
6. The staff assisted liaison(s) from higher, lower, supporting, supported, and adjacent organizations to transition into their role and:			
a. Provided the LNO or liaison team an initial briefing on the current situation.			
b. Provided the LNO a SOP outlining the missions, functions, procedures, and duties of the LNO or team.			
c. Provided access to communications equipment when the LNO or team needs to communicate with the their headquarters.			
d. Ensured that the LNO or team has access to the commander, the XO, and other staff officers for coordination issues.			
e. Provided administrative and logistic support.			
f. Protected the LNO or team.			

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL PERFORMANCE MEASURES EVALUATED							
TOTAL PERFORMANCE MEASURES GO							
TRAINING STATUS GO/NO-GO							

ITERATION: 1 2 3 4 5 M

COMMANDER/LEADER ASSESSMENT: T P U

Mission(s) supported: None

MOPP: Sometimes

MOPP Statement: None

NVG: Never

NVG Statement: None

Prerequisite Collective Task(s): None

Supporting Collective Task(s):

Step Number	Task Number	Title	Proponent	Status
	71-8-2311	Develop Information Requirements (Battalion - Corps)	71 - Combined Arms (Collective)	Approved
	71-8-5110	Plan Operations Using the Military Decision Making Process (Battalion - Corps)	71 - Combined Arms (Collective)	Approved
	71-8-5111	Conduct the Military Decision Making Process (Battalion - Corps)	71 - Combined Arms (Collective)	Approved
	71-8-5145	Conduct Composite Risk Management (Battalion - Corps)	71 - Combined Arms (Collective)	Approved

Supporting Individual Task(s): None

Supporting Drill Task(s): None

TADSS

Step ID	TADSS ID	Title	Product Type	Quantity
No TADSS specified				

Equipment (LIN)

Step ID	LIN	Nomenclature	Qty
No equipment specified			

Materiel Items (NSN)

Step ID	NSN	LIN	Title	Qty
No equipment specified				

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, NBC Protection, FM 3-11.5, CBRN Decontamination. .